



**APPLICATION FOR ANNEXATION  
PLANNING AND INSPECTIONS DEPARTMENT  
PLANNING DIVISION**

**City of El Paso, Texas  
811 Texas Avenue  
El Paso, TX 79901  
915-212-0088**

**1. CONTACT INFORMATION**

PROPERTY OWNER(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
APPLICANT(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
REPRESENTATIVE(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

**2. PARCEL ONE INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
PROPOSED ZONING: \_\_\_\_\_ PROPOSED LAND USE: \_\_\_\_\_

**3. PARCEL TWO INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
PROPOSED ZONING: \_\_\_\_\_ PROPOSED LAND USE: \_\_\_\_\_

**4. PARCEL THREE INFORMATION**

PROPERTY IDENTIFICATION NUMBER: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
STREET ADDRESS OR LOCATION: \_\_\_\_\_ REP DISTRICT: \_\_\_\_\_  
ACREAGE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PRESENT LAND USE: \_\_\_\_\_  
PROPOSED ZONING: \_\_\_\_\_ PROPOSED LAND USE: \_\_\_\_\_

**5. ADDITIONAL INFORMATION**

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: Signatures are required for all owners of record for the property proposed for annexation. Attach additional signatures on a separate sheet of paper.*

**\*\*OFFICE USE ONLY\*\***

Case# \_\_\_\_\_ RECEIVED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ APPLICATION FEE: \$ \_\_\_\_\_  
DCC REVIEW DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ (9:00 am \_\_\_\_\_)  
CPC REVIEW DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ (1:30 pm \_\_\_\_\_)  
ACCEPTED BY: \_\_\_\_\_

## REQUIRED DOCUMENTATION FOR ANNEXATION APPLICATION

- ☐ **PRE-APPLICATION MEETING**— A Pre-application meeting with Planning staff is required prior to submittal of an annexation application.
- ☐ **APPLICATION FOR ANNEXATION** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- ☐ **LOCATION MAP** - Property proposed for annexation must be accurately outlined in red ink. Annexation map sheets may be obtained at the One Stop Shop, 811 Texas Avenue.
- ☐ **GENERALIZED PLOT PLANS** - Eight (8) copies of a generalized plot plan, including one (1) 8½" x 11" copy, are required with the following information:
- a. General features or concept of development;
  - b. Lot lines with dimensions of the areas;
  - c. Legal description of the property;
  - d. Location of streets, and ingress and egress to the property;
  - e. Stamp or seal of a professional engineer, registered architect or registered land surveyor who prepared the plans.
- ☐ **METES AND BOUNDS DESCRIPTION** - One (1) copy of a written, sealed metes and bounds description is required for the property proposed for annexation. The metes and bounds description shall contain the stamp or seal of a registered land surveyor, and shall be dated within one year of the application submittal date.
- ☐ **SURVEY MAP** - The metes and bounds description shall be accompanied by (11) copies of a survey map that shall contain the legal description, the stamp or seal of a registered land surveyor, and shall be dated within one year of the application submittal date. If there are existing structures on the subject property, they will be described accurately on the survey map.
- ☐ **PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for annexation is the current property owner.
- ☐ **CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, 5th Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Development Services Department - Planning Division. Fees are nonrefundable. **In addition to the application fees listed below, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs.**

Annexation Application Fee: \$669.00